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30 January 2020

AUDIT & GOVERNANCE COMMITTEE

A meeting of the Audit & Governance Committee will be held in **The Pink Room** at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF on **Thursday, 13 February 2020 at 6.00 pm** and you are requested to attend.

Members: Councillors Mrs Erskine (Chairman), Mrs Haywood (Vice-Chair), Bennett, Bicknell, Brooks, Chapman, Clayden, Dendle, Ms Thurston and Tilbrook

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officer should make their declaration by stating:

- a) the application they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest
- d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak to the application

3. MINUTES (Pages 1 - 14)
To approve as a correct record the Minutes of the meeting of the Audit & Governance Committee held on 21 November and the Special Meeting of the Committee held on 19 December 2019.
4. ITEMS ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCE
5. ERNST & YOUNG - AUDIT PLANNING REPORT (Pages 15 - 52)
The Audit Planning report and draft Audit Plan for the year 2019/20, which will be presented by the Council's external auditors Ernst and Young LLP (EY), is attached to this report.

The Committee is asked to note the report.
6. HOUSING BENEFIT SUBSIDY CLAIM 2018/19 CERTIFICATION (Pages 53 - 56)
The Committee is asked to note the report on the outcome of the annual Housing Benefit Subsidy Claim certification for 2018/19.
7. ACCOUNTING POLICIES FOR 2019/20 ACCOUNTS (Pages 57 - 74)
The report allows the Audit and Governance Committee to consider and approve the accounting policies that will be applied to the Statement of Accounts 2019/20 for approval by the Committee in July 2020.
8. CAPITAL STRATEGY (Pages 75 - 84)
The report allows the Audit and Governance Committee to consider and comment on the Council's Capital Strategy 2020/21 to 2022/23 before adoption by Full Council.

The Committee is requested to recommend to Full Council that the Capital Strategy 2020/21 to 2022/23 be approved.
9. TREASURY MANAGEMENT STRATEGY STATEMENT & ANNUAL INVESTMENT STRATEGY (Pages 85 - 132)
The purpose of this report is to present the Treasury Management Strategy Statement and Annual Investment Strategy 2020/2021 and to enable the Audit & Governance Committee to scrutinise the report prior to making comment to Full Council (18 March 2020).

10. UPDATE ON THE STATUS OF THE COUNCIL'S BUSINESS CONTINUITY (BCP) ARRANGEMENTS (Pages 133 - 136)

This information paper provides Members with an overview and update on Business Continuity Planning with the Council.

11. UPDATE ON PROGRESS AGAINST THE RECOMMENDATIONS OF THE PARTNERSHIPS AUDIT (Pages 137 - 148)

This paper sets out progress to date on a register of partnerships for Arun District Council, including an initial list of arrangements which may meet the agreed definition of a partnership and how this work should go forward.

The Committee is requested to note the background and proposed approach to developing an up-to-date partnership register.

12. UPDATED STRATEGIC RISK REGISTER (Pages 149 - 168)

The Council's Strategic Risk Register has been reviewed and revised to reflect changes since it was presented to the Committee at its November 2019 meeting.

The Committee is requested to note and approve the revised Strategic Risk Register.

13. ANNUAL INTERNAL AUDIT PLAN (Pages 169 - 174)

Each year Internal Audit is required to develop an internal audit plan for the following financial year. The Committee is requested to approve the outline annual internal audit plan for 2020/21.

14. PROGRESS AGAINST THE AUDIT PLAN (Pages 175 - 182)

The Committee is required to oversee the provision of an adequate and effective internal audit service. Part of this process is to monitor delivery of progress against the Audit Plan and to receive summaries of reports issued.

Members of the Committee are requested to note the content of the report on progress made against the outline Audit Plan agreed by the Committee at its February 2019 meeting.

15. INFORMATION / ADVISORY DOCUMENTS RECEIVED

For information only - link to the results of the CIPFA Fraud and Corruption Tracker 2019 [exercise](#)

16. WORK PLAN REVIEW 2020/21

(Pages 183 -
190)

The Internal Audit Manager will update the Committee on any changes to the rolling workplan for 2020/21.

Note : Reports are attached for all Members of the Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

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